



Minutes of proceedings of a regular meeting of the Council of Commissioners of the New Frontiers School Board held in the Library at Howard S. Billings Regional High School, 210 McLeod, Chateauguy, Quebec, on **Tuesday, April 2, 2024**, at 19:00 hours and at which the following commissioners were present, representing quorum of the Council of Commissioners:

- John Ryan, Chair
- Raymond Ledoux, Vice-Chair, Electoral Division #1
- Lina Chouinard, Electoral Division #3
- Kenneth Crockett, Electoral Division #4
- Barbara Ednie, Electoral Division #9
- Lorne Ferguson, Commissioner representing Parents, Elementary Level
- Jennifer Largan, Commissioner representing Parents at Large
- Dianne McKell Eastwood, Electoral Division #7
- Abdul Pirani, Electoral Division #6
- Caleigh Saucier, Commissioner representing Parents, Secondary Level, on Teams
- Connor Stacey, Electoral Division #10
- Peter Stuckey, Electoral Division #8
- Karin Van Droffelaar, Electoral Division #2
- Joy Thomas, Electoral Division #5, arrived at 19:08 hours

Absent with regrets:

- Brenda Bourdeau, Commissioner representing the Special Needs Advisory Committee

Also in attendance:

- Mike Helm, Director General
- Joyce Donohue, Assistant Director General & Secretary General
- Kara Johnstone, Director of Systems & Information Technology
- Chantal Martin, Director of Continuing Education
- Cuthbert McIntyre, Director of Human Resources
- Terence Savoie, Director of Financial Services
- James Walker, Director of Educational Services
- Luisa Benvenuti, Manager of Administrative & Communication Services
- Lina Zielinski, New Frontiers Administrators' Association Representative
- Bonnie Gilmour, President, SEPB Local 576, on Teams

Call to Order & Opening Remarks

The Chair opened this 345th meeting at 19:00 hours and welcomed members, including the NFAA representative, Ms L. Zielinski.

Recognition Statement

The Vice-Chair, R. Ledoux, acknowledged that the land on which we gather is the traditional and unceded territory of the Mohawk; a place which has long served as a site of meeting and exchange amongst Nations.

Declaration of Conflict

There were no declarations made relative to tonight's agenda items.

Adoption of the Agenda

With the addition of item #9.4.3 Transportation Advisory Committee Report, the agenda was adopted on a motion by Commissioner L. Ferguson.

MOTION CARRIED unanimously.

Waiver – Reading of the Minutes of 2024-03-12

The reading of the minutes of the regular meeting of 2024-03-12 was waived on a motion by Commissioner J. Largan.

MOTION CARRIED unanimously.

Adoption of the Minutes of 2024-03-12

It was moved by Commissioner P. Stuckey that the minutes of the meeting of 2024-03-12 be adopted as presented.

MOTION CARRIED unanimously.

Public Question Period

There were no members of the public in attendance.

2022-23 Annual Report – Public Presentation

The Chair called upon the Director General to present the 2022-23 Annual Report, “Our Story by the Numbers”, which will be made available to Commissioners and on the School Board’s website.

Resolution #CC24-04-02-001

Exception to Policy GBL - “Recognition of Service & Retirement – Employees”

Whereas Policy GBL is currently under review; and whereas the organization of the annual Recognition of Service & Retirement Banquet was suspended due to Covid restrictions in 2020, 2021, and 2022; and whereas in 2023 a Recognition Event did take place but modified due to the extensive number of honourees along with residual Covid concerns; and whereas the new format of the Recognition Event was appreciated by many and supported by the Human Resources Standing Committee; and whereas the Human Resources Standing Committee further supports the same type of format for the 2024 Recognition Event;

Therefore, it was moved by Commissioner J. Largan that an exception to Policy GBL be granted to allow for the 2024 Recognition Event to be organized.

MOTION CARRIED unanimously.

Chair’s Report

The Chair presented his report, which will be available in the Governance folder. The following topics were discussed: NFSB ArtsFest, CARE Conference, November 3 School Board Elections, Rob Buttars’ retirement, QESBA update, articles from The Gleaner, and Nova International Women’s Day event.

Executive Committee

The next meeting of the Executive Committee will take place on May 14, 2024, at 16:30 hours on Teams.

Departure from Meeting

At 19:39 hours, Commissioner K. Crockett left the meeting room.

Resolution #CC24-04-02-002

Repeal of New Frontiers School Board Policies

Whereas the Administrative Council has undertaken a review of existing policies of the New Frontiers School Board; and whereas the Administrative Council will be preparing a review cycle for existing policies; and whereas the Administrative Council has identified several policies that can be immediately repealed, either because they are no longer required or because their contents will be reviewed and reproduced via other School Board documentation, as follows: Policy BCD: Commissioners’ Visits to Schools and Centres; Policy BCE: Elected Commissioners Dealing with Constituent Complaints;

Therefore, on the recommendation of the Director General, it was moved by Commissioner L. Chouinard that the Council of Commissioners approves the immediate repeal of the following New Frontiers School Board policies: Policy BCD: Commissioners’ Visits to Schools and Centres; Policy BCE: Elected Commissioners Dealing with Constituent Complaints;

MOTION CARRIED unanimously.

Director General’s Report

The Director General presented his report, which will be available in the Governance folder. The following topics were discussed: Solar eclipse viewing glasses, cybersecurity measures and plans, VGQ update, enrolment figures, HSB High School extended field trips, solar eclipse story time, NEST, Communication Plan & Visual Identification Guidelines for New Frontiers, March Break Projects 2024, SIS students in training.

Return to Meeting

Commissioner K. Crockett returned to the meeting room at 19:39 hours, during the Director General’s report.

Resolution #CC24-04-02-003

Identification for Review – Policy IHBA - “Organization of Educational Services for Students with Handicaps, Social Maladjustments, or Learning Disabilities”

Whereas Policy IHBA “Organization of Educational Services for Students with Handicaps, Social Maladjustments or Learning Disabilities” was last revised in 2009; and whereas the organizational guide to support Policy IHBA was updated in 2022 and there is a duplication of certain content between the two;

Therefore, on the recommendation of the Educational Services Standing Committee, it was moved by Commissioner K. Van Droffelaar that Policy IHBA “Organization of Educational Services for Students with Handicaps, Social Maladjustments or Learning Disabilities” be identified for review to ensure its alignment with current practices and guidelines; and that Policy IHBA be referred to the Educational Services Standing Committee to undertake said review.

MOTION CARRIED unanimously.

Resolution #CC24-04-02-004

One-Year Berline Contracts, 2023-24 School Year

Whereas, at their meeting of April 2, 2024, the Transportation Advisory Committee reviewed an additional busing requirement for the New Frontiers School Board for the 2023-24 school year; and whereas at their meeting of April 2, 2024, the Educational Services Standing Committee reviewed the additional busing requirement; and whereas it is beneficial to provide the most efficient busing services to meet the needs of our students;

Therefore, on the recommendation of the Educational Services Standing Committee, it was moved by Commissioner K. Van Droffelaar that the New Frontiers School Board sign contracts for Berlines for the remainder of the 2023-2024 school year; and that the following bus routes be contracted as of April 4, 2024, to provide busing services for the remainder of the 2023-24 school year, terminating on June 28, 2024:

One-Year Berline				
Contractor	Vehicle #	Vehicle Type	Area Served	Annualized Base Price Tax Inc
Autobus Transco	406	Berline	REACH	\$41,686.95
Autobus Transco	407	Berline	REACH	\$41,686.95
Autobus Transco	408	Berline	REACH	\$41,686.95

MOTION CARRIED unanimously.

Departure from Meeting

At 20:09 hours, Commissioner A. Pirani left the meeting room.

Resolution #CC24-04-02-005

Administrator on Probation – Second Year – Sandra Grant

Whereas new administrators are appointed as “probationary” administrators with the New Frontiers School Board for a period not to exceed 24 months in accordance with the Regulation Respecting Certain Conditions of Employment of Senior Staff of School Boards; and whereas probationary administrators are evaluated during this probationary period; and whereas Sandra Grant is in her first year as a probationary administrator in the position of Vice-Principal at Chateauguay Valley Regional High School; and whereas Ms Grant has been evaluated during this period and has received a positive recommendation;

Therefore, on the recommendation of the Human Resources Standing Committee, it was moved by Commissioner B. Ednie that Sandra Grant continue into her second year of probation as an administrator with the New Frontiers School Board.

MOTION CARRIED by majority vote, with two abstentions, Commissioners C. Saucier and K. Van Droffelaar.

Resolution #CC24-04-02-006

Administrator on Probation – Second Year – Sabrina Henderson

Whereas new administrators are appointed as “probationary” administrators with the New Frontiers School Board for a period not to exceed 24 months in accordance with the Regulation Respecting Certain Conditions of Employment of Senior Staff of School Boards; and whereas probationary administrators are evaluated during this probationary period; and whereas Sabrina Henderson is in her first year as a probationary administrator in the position of Vice-Principal at Chateauguay Valley Regional High School; and whereas Ms Henderson has been evaluated during this period and has received a positive recommendation;

Resolution #CC24-04-02-006 - Administrator on Probation – Second Year – Sabrina Henderson – cont’d

Therefore, on the recommendation of the Human Resources Standing Committee, it was moved by Commissioner B. Ednie that Sabrina Henderson continue into her second year of probation as an administrator with the New Frontiers School Board.

MOTION CARRIED by majority vote, with one abstention,
Commissioner C. Saucier.

Resolution #CC24-04-02-007

Administrator on Probation – Second Year – Jessica Mackay

Whereas new administrators are appointed as “probationary” administrators with the New Frontiers School Board for a period not to exceed 24 months in accordance with the Regulation Respecting Certain Conditions of Employment of Senior Staff of School Boards; and whereas probationary administrators are evaluated during this probationary period; and whereas Jessica Mackay is in her first year as a probationary administrator in the position of Principal at Ormstown Elementary School; and whereas Ms Mackay has been evaluated during this period and has received a positive recommendation;

Therefore, on the recommendation of the Human Resources Standing Committee, it was moved by Commissioner B. Ednie that Jessica Mackay continue into her second year of probation as an administrator with the New Frontiers School Board.

MOTION CARRIED by majority vote, with one abstention,
Commissioner C. Saucier.

Return to Meeting

Commissioner A. Pirani returned to the meeting room at 20:14 hours.

Resolution #CC24-04-02-008

Administrator on Probation – Second Year – Carla Shaw

Whereas new administrators are appointed as “probationary” administrators with the New Frontiers School Board for a period not to exceed 24 months in accordance with the Regulation Respecting Certain Conditions of Employment of Senior Staff of School Boards; and whereas probationary administrators are evaluated during this probationary period; and whereas Carla Shaw is in her first year as a probationary administrator in the position of Principal at Franklin & Hemmingford Elementary Schools; and whereas Ms Shaw has been evaluated during this period and has received a positive recommendation;

Therefore, on the recommendation of the Human Resources Standing Committee, it was moved by Commissioner B. Ednie that Carla Shaw continue into her second year of probation as an administrator with the New Frontiers School Board.

MOTION CARRIED by majority vote, with one abstention,
Commissioner C. Saucier.

Departure from Meeting

At 20:16 hours, Commissioner C. Saucier was not present on Teams.

Resolution #CC24-04-02-009

Objectives, Principles & Procedures for the Allocation of Resources to Schools & Centres

Whereas the New Frontiers School Board’s policy Objectives, Principles & Procedures for the Allocation of Resources to Schools & Centres of the New Frontiers School Board addresses the allocation of budget funds for our schools and centres; and whereas this policy was identified for review by the Operations Standing Committee at their meeting of 2024-01-16; and whereas this policy has gone through a formal consultation process;

Therefore, on the recommendation of the Operations Standing Committee, it was moved by Commissioner D. McKell-Eastwood that the policy Objectives, Principles & Procedures for the Allocation of Resources to Schools & Centres of the New Frontiers School Board be adopted as presented for 2024-2025; and that this policy be effective as of this date.

MOTION CARRIED unanimously.

Return to Meeting

At 20:19 hours, Commissioner C. Saucier was present on Teams.

Standing Committee Reports from the Meetings of March 19, 2024

Educational Services

The Chair, Commissioner K. Van Droffelaar, reported on the following items discussed at the meeting: Transportation policy; MWCN Project – \$5,000; Ministry Measure \$50,000; CVCEC health teacher professional exchange; Martin Rozon Mental Health Conference; Moisson Rive-Sud partnership; and One Day Artist Inspire Grant Workshop.

Human Resources

The Chair, Commissioner B. Ednie, reported on the following items discussed at the meeting: update on policies under review; administrative staffing consultation; Director General's Priorities and Administrative Performance Plan updates; and a review of Policy GBA – Hiring of Personnel.

Operations

The Chair, Commissioner D. McKell Eastwood, reported on the following items discussed at the meeting: Objectives, principles and procedures for allocation of resources; improving of phone system; storing all information in the cloud; and IT Department partnering with Riverside School Board.

Departure from Meeting

At 20:24 hours, Commissioner K. Crockett left the meeting room.

Parents' Committee Report

The Chair, Commissioner J. Largan, reported on the meeting of March 13, 2024, which took place in the HSB Library and on Teams; the next meeting will take place on April 10. Topics discussed in March included: a presentation by Rob Buttars on the schools' Educational Projects; an IT presentation on working with Teams; and governing board training for the next school year.

Return to Meeting

Commissioner K. Crockett returned to the meeting room at 20:27 hours.

Special Needs Advisory Committee Report

Commissioner B. Bourdeau was absent.

Audit Committee

Commissioner L. Chouinard reported on the meeting of March 19, 2024, which took place online; topics discussed in March included: Commissioner L. Chouinard voted in as Chair; K. Van Droffelaar is vice-chair; NFSB report card for contract management – we got an 87.9%; RISK management plan recommendations following the review by Mr R. Buttars; and financial performance update and forecast for the year-end is a surplus of almost \$1M. NFSB was again randomly selected for a “spot check” audit by the Ministry of Education.

Governance & Ethics Committee

Commissioner B. Ednie reported on the meeting of March 25, 2024, which took place online; the next meeting will take place on June 3. Topics discussed in March included: Updated Communication Plan and Visual Identification Guidelines; Council meeting location and technology needs; Spring Conferences 2024 and 2025; recommendations for committee assignments 2024-2025; repeal of policies BCD and BCE as presented this evening; highlights and best practices for Netiquette and Rules of Order for Council Meetings.

Transportation Advisory Committee

Commissioner P. Stuckey reported on the meeting that took place this evening where Berline bussing contracts were reviewed and policies discussed.

New Business

There was no new business to discuss.

List of Disbursements

Commissioners were provided with the list of disbursements for the month of March 2024:

Chq Nbr	Chq Date	Paid To	Amount
233172	3/14/2024	ACIER VULCAN INC	21,226.92
233192	3/14/2024	CSSDGS	10,979.83
233198	3/14/2024	EMCO CORPORATION	10,202.18
233204	3/14/2024	FULCRUM MANAGEMENT SOLUTIONS LTD	30,422.39
233208	3/14/2024	GROUPE ICLASS CANADA	18,268.67
233218	3/14/2024	MATERIAUX PONT MASSON INC.	24,182.49
233256	3/15/2024	ECOLE PETER HALL SCHOOL INC.	62,257.80
233257	3/15/2024	GIANT STEPS SCHOOL	12,113.20
233260	3/15/2024	SUMMIT SCHOOL	340,305.00
233264	3/18/2024	SERVICES DE CARTES DESJARDINS	20,376.24
233265	3/18/2024	BV COMMUNICATIONS	15,128.27
233266	3/18/2024	CONSTRUCTIONS VALRIVE	88,705.24
233267	3/20/2024	DEEPL SE	17,110.44
233269	3/21/2024	GROUPE MINOV INC	18,396.00
233293	3/28/2024	EBENI-RENOV INC	11,198.57
233306	3/28/2024	MANULIFE FINANCIAL	37,985.40
233324	3/28/2024	SCOLAGO INNOVATION INC	10,384.08
233331	3/28/2024	WORKLAND	17,476.20
233361	3/28/2024	BOHAM GAZ INC.	18,820.42
233371	3/28/2024	CONSULTANTS BLITZ INC	22,891.31
233387	3/28/2024	GROUPE DGS INC.	13,797.00
233403	3/28/2024	MATERIAUX PONT MASSON INC.	16,465.91
233408	3/28/2024	NSW CONTROLE INC.	21,936.59
233422	3/28/2024	R.S. D'AMOUR & FILS INC.	105,378.33
233433	3/28/2024	SUMMIT SCHOOL	56,717.50

Correspondence

There was no correspondence received.

Unfinished Business / Business Arising / General Order

There was no unfinished business or business arising to discuss.

Second Public Question Period

There were no members of the public in attendance.

Adjournment

There being no further business, the meeting was closed at 20:40 hours on a motion by Commissioner L. Chouinard.

MOTION CARRIED unanimously.

John Ryan
Chair

Joyce Donohue
Secretary General